

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390030-8



Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390030-8

SUMMARY OF ALL CRITIQUES
from
First Three Workshops

From 126 students we collected 120 critiques.

The first question asked what part of the Workshop the students found Interesting, Beneficial, and Informative, and in the opposite vain Not Useable.

Favorable comments were evenly distributed. Each individual item on the Program was commended by the students. A detailed breakdown of this question and replies is in TAB J.

The parts considered not useable by 16 of the 120 students included:

- 4 declared the Subject Numeric System itself was not useable.
- 7 rejected the slides. 6 the first day and 1 the second.
- 2 would forego the Background remarks
- 3 would not use parts of [] talk.

STAT

(With changes in presentation for the second and third workshops, no one objected to the background, the slides, or [] talk at the final Workshop, however, 3 still questioned the basic Filing System)

STAT

The second question asked if the System was used in their offices, did they still feel they benefited enough to make the day worthwhile. and the second part of the question asked "Or--if you don't use the System was the Workshop beneficial for your existing filing duties?"

For part one, 68 said yes, 2 said no, 46 left it blank, and 4 said not applicable. In part two, 69 said yes, 4 said no, 43 left it blank, and 4 said not applicable.

(Some students answered both parts, confusing the final total. However, the answers did help in presentation improvements.)

Question three asked if they would encourage offices to use this Filing System.

68 answered yes, 3 said no, and 40 left the answer blank.

(Presentation improvements increased yes answers to 41 of 46 replies in the third Workshop.)

Question four asked if the student could install the Subject Numeric Filing System after this Workshop training.

98 said yes, 5 said no, and 14 left it blank with 3 saying Not Applicable.

(This is the most encouraging figure deduced from the 120 replies)

Summary of All Critiques (Cont'd)

5. Question five, in two parts, asked what points should be elaborated and what items should be added in future Filing Workshops.

Elaborate on:

More sample letters to practice on in Workshop
Cost of filing and efficiency or savings possible
Filing of case and project files and other unique or special files
Standardized filing Agency wide and its enforcement
Location of material in DD/P
What to retain and who's decision it is.

Add:

More sample letters for Workshop practice
Retiring of files and records control schedules.
Filing of RYBAT and TOP SECRET material
Operational Filing Procedures
Destruction of material
Area files

6. Question six asked who they felt should attend these Filing Workshops

The greatest number said "Supervisors and bosses"
Other replies included "everyone who files", "Analysts," "Secretaries" and "Administrative Assistants."

7. From the final question, "Remarks" we gleaned revealing and useful comments as well as much welcome and lavish praise for the Workshop, such as:

Excellent way of filing
Material applies to my office
System has many advantages
Handbook will be helpful

We have many old records. I will see my Records Officer about our Schedule.
Give us more on Records Schedules which are neglected in offices.
Consider Supervisors removing and loosing papers without telling clerks.
Made me conscious of cost and need to retire records.
I will be more sure of myself after this course.

Does not apply to me, but my Secretary's files need correcting
System does not apply in my office
Does not apply to me, I am a Secretary not a File Clerk.

More should attend workshop
Since everyone files or searches at some time or other, this will help all.
Workshop should be held 2 or 3 times a year.
Make it longer, Make it 2 half days sessions. Make it only a half day.
File room and registry personnel should attend.

Very beneficial refresher course.

Very interesting and profitable workshop.
Thorough and complete. Well planned, pleasant, and practical.